

**Zimbra****monica.salinas@co.hidalgo.tx.us**

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**Fwd: College for New Judges Conference Dec. 9-13, 2018**

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**From :** monica salinas <monica.salinas@co.hidalgo.tx.us> Thu, Nov 29, 2018 04:14 PM  
**Subject :** Fwd: College for New Judges Conference Dec. 9-13, 2018 2 attachments  
**To :** marla cuellar <mcuellarlaw@live.com>

Judge,

I have attached the forms needed for reimbursement. (see email below for your information)

Let me know if I can be of further assistance to you.

Respectfully,

*Monica Salinas, Court Administrator  
Hidalgo County Executive Office  
2818 S. Bus. Hwy. 281  
Edinburg, Texas 78539  
(956) 292-7655 #  
(956) 292-7034 fax*

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**From:** "gailb" <gailb@yourhonor.com>  
**To:** "monica salinas" <monica.salinas@co.hidalgo.tx.us>  
**Cc:** "rebecca gomez" <rebecca.gomez@co.hidalgo.tx.us>  
**Sent:** Thursday, November 29, 2018 3:39:07 PM  
**Subject:** RE: College for New Judges Conference Dec. 9-13,2018

Hi Monica,

I am attaching the reimbursement form and guidelines. TCJ will masterbill the cost of Judge Cuellar's hotel stay and self-parking charges. We ask all guests to guarantee their reservation to their own credit card in case of a no-show fee. Once she has checked into the hotel the charges will be routed to TCJ. As for the conference cost it is \$60 and is not reimbursable from TCJ. Many judges seek reimbursement for that fee from their county.

Please let me know if you have further questions.

Sincerely,

**Gail Bell**

Conference Coordinator  
Texas Center for the Judiciary  
(512) 482-8986

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**From:** monica salinas <monica.salinas@co.hidalgo.tx.us>  
**Sent:** Thursday, November 29, 2018 2:35 PM  
**To:** Gail Bell <gailb@yourhonor.com>  
**Cc:** rebecca gomez <rebecca.gomez@co.hidalgo.tx.us>  
**Subject:** Re: College for New Judges Conference Dec. 9-13,2018

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**From:** "monica salinas" <[monica.salinas@co.hidalgo.tx.us](mailto:monica.salinas@co.hidalgo.tx.us)>  
**To:** "gailg" <[gailg@yourhonor.com](mailto:gailg@yourhonor.com)>  
**Cc:** "rebecca gomez" <[rebecca.gomez@co.hidalgo.tx.us](mailto:rebecca.gomez@co.hidalgo.tx.us)>  
**Sent:** Thursday, November 29, 2018 2:34:14 PM  
**Subject:** College for New Judges Conference Dec. 9-13,2018

Good afternoon Ms. Bell,

I just wanted to re-confirm that the conference costs will be covered for Judge Marla Cuellar (hotel and parking will be billed to TCJ) as she used her credit card to make the reservation. Also, I noticed on the website that the registration cost is \$0.00; she paid \$60.00 to register, not sure why, will she get reimburse for that?

She will need to request reimbursement of her meals/mileage, to TCJ, if I am correct. I could not find the reimbursement form on the website. Would you be able to send me the form?

Thank you.

Respectfully,

*Monica Salinas, Court Administrator  
Hidalgo County Executive Office  
2818 S. Bus. Hwy. 281  
Edinburg, Texas 78539  
(956) 292-7655 #  
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 **Direct\_Deposit\_Agreement\_Form.pdf**  
123 KB

 **ReimbursementFORM.pdf**  
373 KB

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